

VLAB Governance Committee

April 6, 2021

Highlights

I. Committee Charge

The Governance Committee will serve as a body independent of the executive officers that will serve to advise the board on policies and practices of the Board, develop new policies for Board consideration, and monitor Board's adherence to adopted policies and practices.

Key Duties and Scope of Work 2021-22:

1. Annual Report- Draft guidelines to include minimum requirements, timeline, suggested format or outline how to work with administration, tracking progress, etc.
2. Board Performance - Review and update, administer, analyze results and report results in time for transition meeting in December.
3. New Board Member Orientation - Hold two per year; one in January or February and the other in July.
4. Election of Officers - December
5. Strategic Planning - Oct-December; Board meeting in mid-December will focus on transition: Lessons learned: what did we do well and not well and what can we do differently? Connect Board member survey responses from evaluation. The transition planning will help the next elected Governor.
6. Board Policies and Procedures: Identify and compile in one file folder. (E.g. annual report guidelines, By-laws, election procedures, FIOA, etc.

II. Follow-up Action Items

1. Prioritize scope of work and draft timeline- Aida volunteered to take the lead on this and present at the June meeting. .
2. Update Board evaluation tool- Paul to review and provide recommendations, and Suzanne is to find the most recent evaluation tool.
3. Suzanne will also send her timeline for the annual report and will provide some guidance to start us off with.
4. Suzanne will also forward in one email all policies on file and the manual on operating procedures.
5. Aida will send template to help track recommendations proposed by board members and voted by the Board to track our policy decisions. Approved policies should be dated and posted on our website.